



ARLINGTON FINANCE COMMITTEE  
MINUTES OF MEETING  
O'NEILL ROOM  
7:30 PM 3/6/17

ATTENDEES:

Deyst*	White*	Caccavaro*	Kellar	McKenna*
DeCoursey*	Wallach	Harmer*	Gibian*	
Tosti*	Foskett*	Bayer*	Duvadie*	
Russell	Beck*	Jones*	Deshler*	
Franclemont*	Howard*	Fanning*	Carman	Diggins*

\*Indicates present

VISITORS: Minuteman (MM) Superintendent Ed Bouquillon, MM Assistant Superintendent Kevin Mahoney, Arlington MM School Committee Member Sue Sheffler

MINUTES of 3/1/17 Approved as printed. Unanimous

ART 44 MM TECH: Bouquillon walked the committee through his 12 page handout (Ref 1).

This will be the first year of a 10 member district. The budget is down by 1.41% while the assessments are up by 5.55%. The school continues to do well on the MCAS (Level 1) despite more than 40% SPED students. Staffing reduced by 3 FTE. Supplies & services level funded. Capital equipment will be acquired based on needs of new building. Two new programs funded; Marketing program discontinued. Total HS FY 17 enrollment 582; Arlington 119. In-district enrollment increased. In-district applications increasing over last year. He is concerned w/ drop in out of district students. Some of this is caused by the state rule that requires freshmen to attend their local HS if those schools have any voc-ed offerings.

The Arlington assessment is more than \$4m, a 15% increase over FY17. This includes some debt payments for the new building. This increase is caused by the increase in Arlington's % of enrollment together with the new basis for computing enrollment.

Members asked many questions. Good performance on MCAS assures parents that MM has a good academic program. The Academy model integrates academic courses with vocational courses. Academic teachers get to know students better. Applications are from almost all the schools from which students have come in the past. Belmont is a member until July 2020.

Bouquillon has testified against the anti-freshman rule. The Arlington per pupil cost will be \$36K. Across the school the cost will be \$33k/student. There are some sophomore applicants. Some out of district high schools offer "MM courses". SPED students are not the extremely challenged children. The site for the new bldg. was approved. Archeologists, assisted by students and teachers, dug 90 pits and found nothing. The construction manager is Gilbane. They plan to have the bldg ready by 9/19. The old school will be torn down because it would be too expensive to be brought up to code.

MM School SubCom DeCoursey recommended the assessment as printed.

VOTED \$4,284,583 14-2

ART 19 APPOINTMENT OF TREASURER: Tosti asked if the members wanted to reconsider the previous decision given Paul Olson's letter. There were no motions.

BUDGETS

RECREATION EF Library/HumSer SubCom Franclemont recommended the budget as printed. The new director has made a few changes. He will split his time 80% for Rec and 20% for Rink. The pre school and after school programs that were held at Gibbs will move to Thompson. The fund balance is \$381,219. She will find how much of this is encumbered.

VOTED \$651,152 Expense, \$651,152 Revenue Unanimous

RINK EF: Library/HumSer SubCom Franclemont recommended the budget as printed. The Capital Budget and the Rink EF split the cost of the debt service. Members suggested the

budget entries could be clearer. Also Franclemont will inquire how ice time charges to the public compare to charges to the schools. The fund balance is \$78,839.  
ZBA GenGov SubCom Howard requested reconsideration of the vote on 2/22 to add \$6,000 for a stenographer for the Mugar hearings.  
VOTED \$32,320 Unanimous.

COMMITTEE:

RESERVE FUND Balance: \$1,465,000

Peter Howard 3/7/17 Revised 3/8/17

Ref 1 FY18 MM Budget

**March 6, 2017**

Presented by:  
Dr. Edward Bouquillon  
Superintendent-Director  
Kevin F. Mahoney  
Assistant Superintendent of Finance



# FY18 MINUTEMAN BUDGET

Arlington Finance Committee

# Overall – FY18 Budget/Assessments

Total FY18 Budget

\$19,449,466

Decrease of \$278,631 (-1.41%)

Total Assessments to Towns

\$11,551,483

Increase of \$607,744 (5.55%)

# Achievements

- On Sept. 20<sup>th</sup>, funding for a new school was approved by district-wide election
- Improvement in MCAS scores to Level 1 status
  - Improvement in all disciplines and subgroups
- “SP-1+” Bond Rating - Standard & Poor’s
- No findings in FY16 Annual Audit
- Over \$600k Grant funding for equipment

# SPRING 2016 MCAS RESULTS

## First Try Pass Rates:

- English Language Arts 100%
- Mathematics 95%
- Biology 99%
- Chemistry 100%

# District Challenges

- First budget year in our transition to a 10 Member Town District
  - Revenue Changes:
    - Less Ch 70 State Aid due to smaller district
    - Decline in Out-of-District Tuition due to lower enrollment
    - Subject to change based on Final State Budget
- Less Transportation Reimbursement in FY19 due to lower costs***

# FY18 Budget Guidelines

- No net increase in staffing
- Level fund supplies and services
- Capital equipment planning driven by design/space requirements in new School
  - Equipment purchases will be planned over the next 3 years to lessen the cost burden on the project budget
  - Actively seek grants, partnerships and private funds to invest in programs



# FY18 Budget Guidelines

- Funding for Year 1 Debt Service
- Continue to maintain a safe & secure learning environment in current building
- Implementation toward academy model
- Reconfigure bus transportation system
- Fund OPEB (Other Post Employment Benefits) – \$50,000
- Fund Stabilization Account – \$100,000

# Overall – FY18 Budget/Assessments

Total FY18 Budget

\$19,449,466

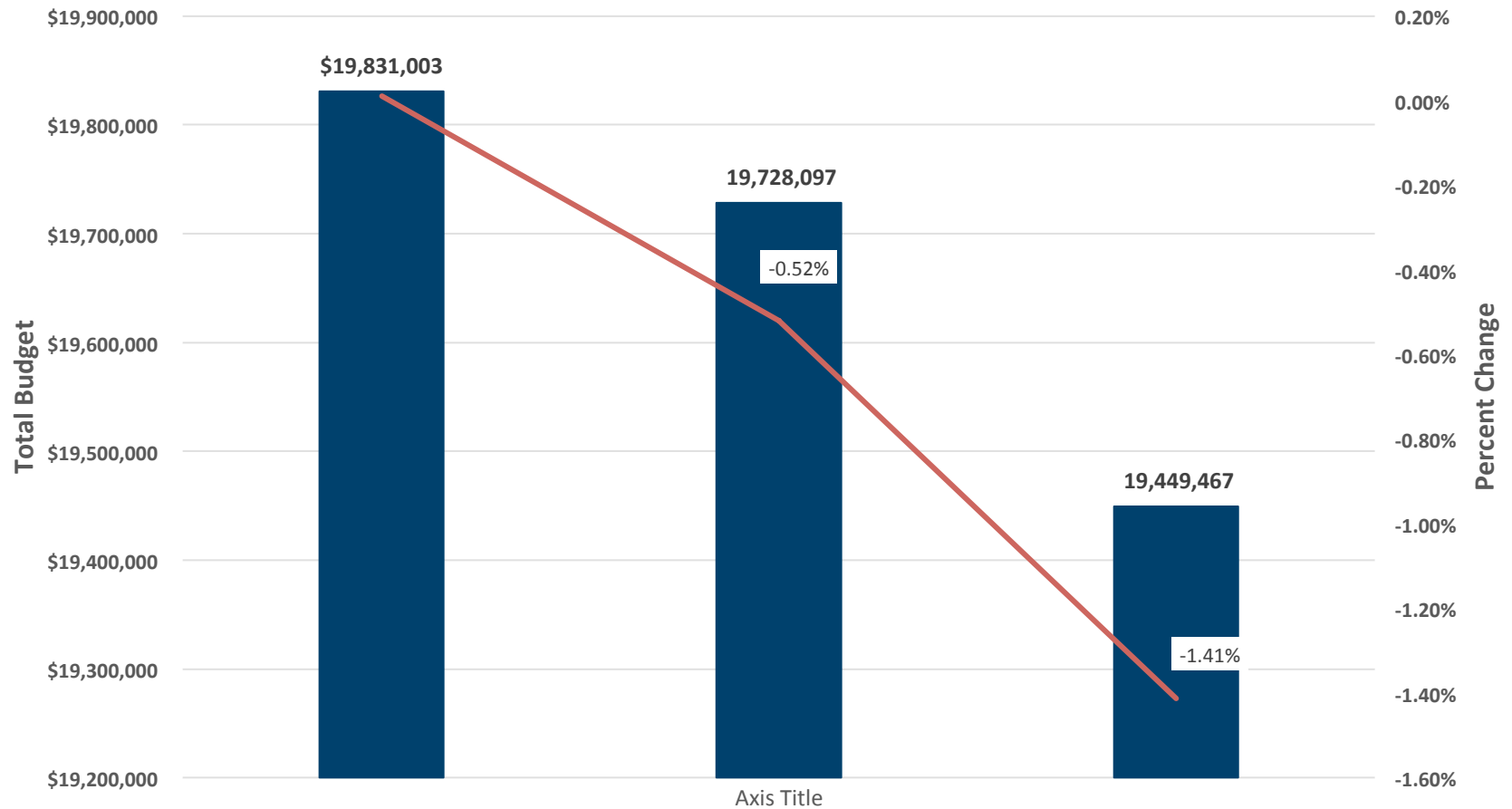
Decrease of \$278,631 (-1.41%)

Total Assessments to Towns

\$11,551,483

Increase of \$607,744 (5.55%)

# Budget History – Last 3 Years



# Arlington – FY18 Assessments

Total Assessment - \$4,284,583

Assessment Increase - \$641,984

## **Analysis of Assessment Change:**

• Increase Foundation Enrollment	\$ 76,345
• Increase of % of Enrollment	\$366,915
• Amount due to Assessment Change	\$202,099
• Decrease in Post-Grad Enrollment	<u>\$ (3,375)</u>
TOTAL – Assessment Change	<u><u>\$641,984</u></u>

# Revenue Plan

- Ch. 70 estimated decrease of (\$150,344)
- Reg.Transportation – increase of \$6,169  
Based on 60% reimbursement
- Decrease In Prior Yr. Tuition (\$517,200)
  - Due to change in DESE regulations regarding Nonmember enrollment
    - 140 applications were received and not processed due to regulation changes
- Use of certified E&D - \$600,000

# FY18 Budget Considerations

## Program Changes:

- Marketing program to close at end of this school year (SY16-17)
- Funding for 2 new programs:
  - Advanced Manufacturing – \$166,573
    - 1.0 FTE Instructor (.25 FTE funded in FY17)
  - Multi-Media Engineering - \$51,036
    - .5 FTE Instructor (.25 FTE funded in FY17)

# FY18 Budget Considerations

- Bus Transportation Contract
  - Reduced by \$283,000 (3.5 routes)
- Debt Service – New School
  - Feasibility Study \$149,800
  - Design/Construction \$522,172
- Building Repairs – Level Fund at \$40,000

# FY18 Budget Considerations

## Fixed Costs:

- Health Insurance – level-funded
  - 5% rate increase offset by lower enrollment
- MM Retirement – Increase of \$15,000
- Utilities – Decrease of \$15,000 (based on FY16 Actual)
  - Allocated 90% District/10% Facilities Revolving fund



# FY18 Budget - Staffing

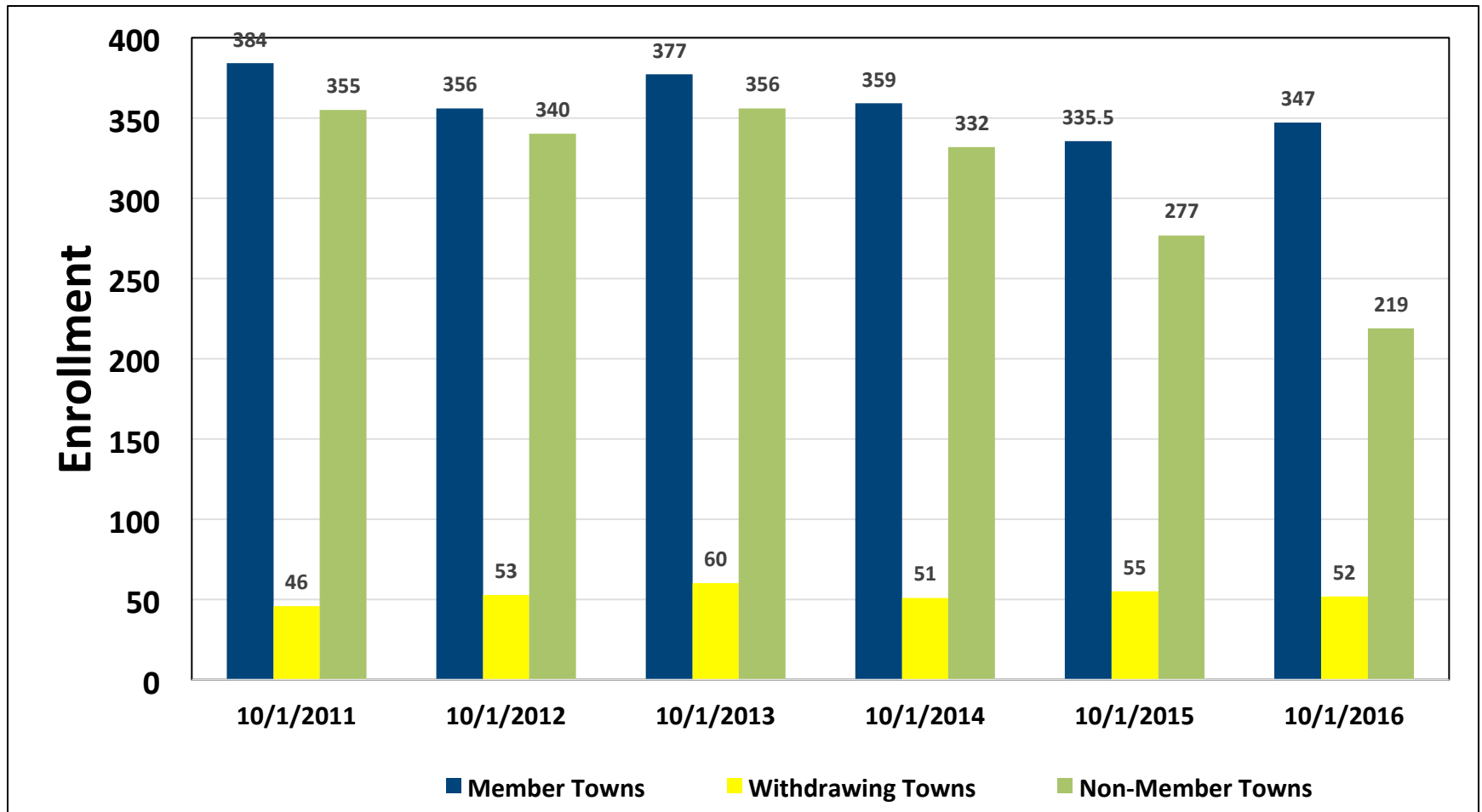
- Reduce Staffing to align with smaller school
  - Overall reduction of 3.0 FTE positions
  - 1.5 FTE Administrative positions
  - 1.5 FTE Teaching positions

# Staffing – Last 3 Years

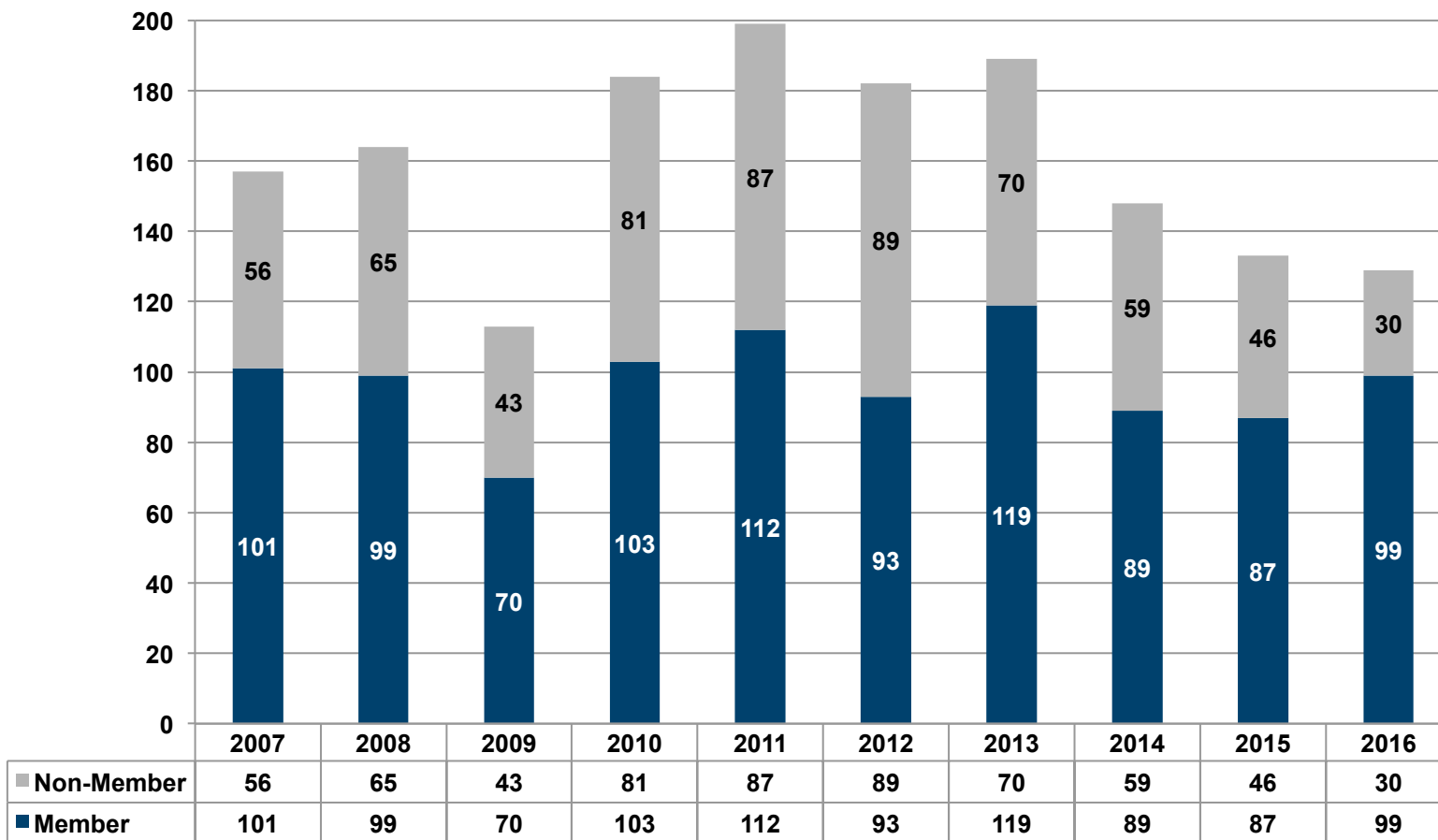
## Staffing Reductions:

- FY16 – 6.0 FTE Teaching Staff/1.0 Admin  
2.5 Support positions
- FY17 – 3.0 FTE Teaching Staff/1.0 Admin
- FY18 – 1.5 FTE Teaching Staff  
1.5 Support positions

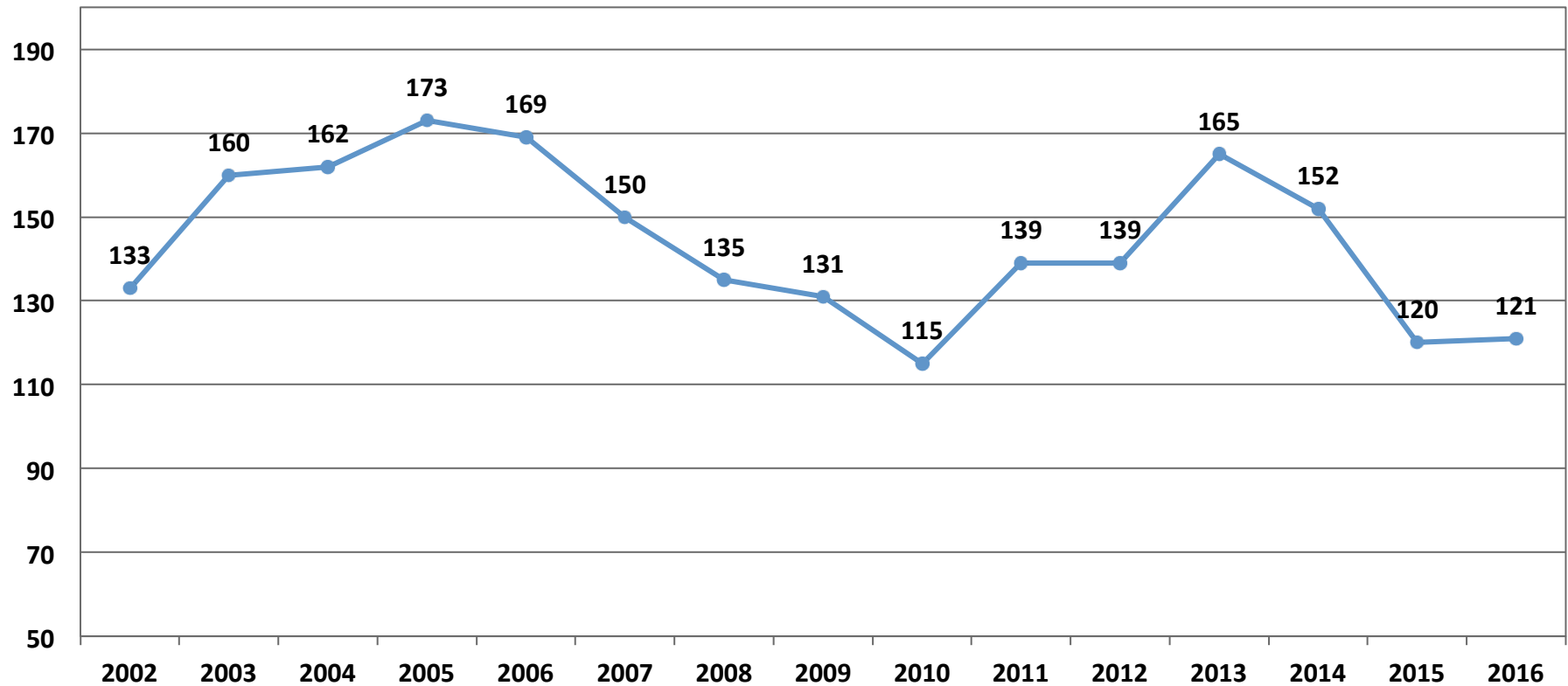
# Overall Enrollment



# 10 Year Freshman Enrollment



# Arlington Historical Enrollment



# 10/1/16 Enrollment – High School Students only

		2017	2018	2019	2020	Grand Total
	In-District	114	88	83	99	384
	Out of District	60	55	53	30	198
	Total Enrollment	<u>174</u>	<u>143</u>	<u>136</u>	<u>129</u>	<u>582</u>
	Total SPED Enrollment					<u>47%</u>
	Arlington - Enrollment	<u>42</u>	<u>29</u>	<u>20</u>	<u>28</u>	<u>119</u>

# Comparative March 1<sup>st</sup> Application Activity

	Class of 2019	Class of 2020	Class of 2021
Total Applications	158	107	177
In-District	80	84	106 <i>*only 10 towns</i>
Out of District (eligible)	78	43	34
Out of District ( <i>ineligible</i> )	0	138	37

# Enrollment

- Continue to utilize the guiding strategies, events and social media/advertising
- Engage further discussion with non-member cities/towns on the benefits of joining the Minuteman district
- Goal of reaching 100% target enrollment of 628 students is 3 to 5 years



# FY18 Budget - Revenue Plan

Revenue Source	FY17 Revenue Plan	FY18 Revenue Plan	Difference
Est. Ch 70 Aid	\$ 2,184,747	\$ 2,034,403	-\$ 150,344
Regional Transportation Reimb. (est. 60% reimbursement)	928,943	935,112	6,169
Prior Year Tuition	4,445,668	3,928,468	-517,200
Current Year Tuition	400,000	400,000	0
Certified E&D	825,000	600,000	-225,000
Member Town Assessments	<u>10,943,739</u>	<u>11,551,483</u>	<u>607,744</u>
<b>TOTAL REVENUE</b>	<b><u>\$ 19,728,097</u></b>	<b><u>\$ 19,449,466</u></b>	<b><u>-\$ 278,631</u></b>

# FY18 Budget Proposal

## Expenditures By Function Code

ACCOUNT CODE	ACCOUNT DESCRIPTION	FY2016 ACTUAL	FY2017 BUDGET	FY2018 PROPOSAL	DIFFERENCE
1000	Administration	\$1,810,208	\$1,739,885	\$1,597,041	-\$142,844
2000	Student Instructional Services	\$9,511,386	\$9,626,521	\$9,825,078	\$198,557
3000	Student Services	\$2,186,450	\$2,240,048	\$1,902,488	-\$337,560
4000	Operation & Maintenance	\$1,798,664	\$1,803,804	\$1,779,420	-\$24,384
5000	Insurance, Retirement, Leases	\$2,713,344	\$2,913,565	\$2,787,268	-\$126,297
6000	Community Services	\$87,255	\$100,000	\$100,000	\$0
7000	Asset Acquisition & Improvement	\$947,319	\$157,322	\$272,623	\$115,301
8000	Debt Service	\$516,656	\$1,116,952	\$1,155,549	\$38,598
9000	Tuition Payments	<u>\$0</u>	<u>\$30,000</u>	<u>\$30,000</u>	<u>\$0</u>
	GENERAL FUND	<u>\$19,571,283</u>	<u>\$19,728,097</u>	<u>\$19,449,467</u>	<u>-\$278,630</u>





Discussion

# FY18 MINUTEMAN BUDGET